

Senior Recreation Program Supervisor



Job Code: 3010
Grade: 130
Reports to: Division Director
Salary Range: \$54,804 - \$85,294
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs advanced professional work in planning, organizing, and managing special event programs and allocated budgetary resources and high volume revenues; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is responsible for establishing goals and objectives for assigned events and programs and for development and establishment of policies and procedures to successfully accomplish such goals. Work includes developing and implementing comprehensive programming and services within scope of authority in compliance with departmental policy. The employee works under general direction with substantial latitude for independent judgment in determining resource allocation and special event programming objectives. Work is reviewed through conferences, reports, and observation of results obtained. Manages and coordinates staff, volunteers, and other individuals associated with assigned special events and programs.

ESSENTIAL FUNCTIONS

Developing, directing, and managing special events and assigned recreation programs; managing budget resources; revenues accounting; securing program staff; preparing and maintaining appropriate records.

EXAMPLES OF WORK

- Designs, develops, and implements large scale special event programs in response to community needs.
- Manages large scale event logistics requiring coordination with multiple agencies, business interests and individuals; includes ensuring compliance with associated regulatory standards and ordinance.
- Participates in the bid proposal process, including evaluation and selection; requires negotiation of contracts with contractors, vendors, artists and associated agencies.
- Oversees, develops and implements accounting procedures, cash management rules and requirements, personnel procedures and revenue reporting standards for large scale events.
- Manages appropriate safety and traffic planning with applicable entities, e.g., Police, Public Works, County and State agencies, private contractors.
- Manages the implementation of program initiatives through strategic planning and development with associated entities, e.g., staff and citizen committees, City administration officials, community and business interests.
- Solicits sponsorships from business and community interests in support of City events.
- Manages asset inventories and purchasing functions associated with events, including establishing systems for checks and balances for collection, accounting and reporting of high volume revenues.
- Participates in development and strategic planning for public information initiatives to advertise and effectively publicize major events.
- Performs statistical and summary reporting regarding events, including attendance, revenues, financial statements, program surveys, and related event data.

- Participates in budget development, including revenue estimates, fixed asset statements and accounting, personnel forms and individual program budget sheets.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the principles, rules, materials, and equipment required for a variety of recreational, leisure services, athletics, educational and special events activities and classes as appropriate for assignment area.
- Thorough knowledge of the rules and equipment of the sport, activity, class, event or craft to which assigned.
- Thorough knowledge of the philosophy and objectives of public recreation and leisure services programming.
- General knowledge of first aid practices and techniques.
- Knowledge of the principles and practices of personnel management, budget development, and fiscal administration.
- Skill in securing sponsorships and partnerships to support City programming.
- Ability to manage and effectively instruct participants, vendors, business and community interests, and volunteers as appropriate to assigned events.
- Ability to develop, implement and adhere to program standards and objectives outlined by department management and City administration.
- Ability to make recommendations and sound decisions based on established policies and procedures and to be resourceful in managing new situations.
- Ability to train, assign, supervise, coordinate, and evaluate the work of personnel engaged in a variety of activities.
- Ability to prepare and oversee budgets and provide fiscal analysis.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to follow and give verbal and written instructions.
- Ability to handle emergency situations and make quick and sound decisions.
- Ability to organize and prioritize tasks.
- Ability to resolve disputes with firmness and impartiality.
- Ability to meet and deal tactfully with the public.
- Ability to operate standard office equipment.
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to interact professionally and cooperatively and maintain effective working relationships with officials, departmental supervisors, coworkers, employees, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Recreation, Leisure Services, Education, or closely related field. Five (5) years of full-time paid experience in organized special events work; with demonstrated responsibility and accountability for management of program budgets and high volume event revenues; or any equivalent combination of education, training, and experience.

WORK HOURS

Requires a minimum of 40 hours in a standard workweek. This is a salaried position; employee is expected to work the hours necessary to satisfactorily perform the duties of the position, including working and attending meetings outside of established business hours.

WORK CONDITIONS

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires climbing, stooping, reaching, walking, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and for conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data and figures, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- CPR, AED, and First Aid certification.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

Updated FY 2012

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

ACKNOWLEDGMENT OF CLASS SPECIFICATION

I acknowledge that I have read the class specification and requirements for the Senior Recreation Program Supervisor position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes ☐ No

Employee Signature

Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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